

Workplace Alaska

Class Specification Natural Resource Technician I

Created:
12/30/1997 by Adrienne Snow
Finalized on: 11/16/2002

AKPAY Code: P6631
Class Outline Cat: A
Approved by: Dianne Corso

Class Code: PH0301
Class Range: 10
Class Status: Active

Category:
Original Date: 09/24/1982

Class Title: Natural Resource Technician I
Use MJR Form: Standard

Original Comments:

Established. Incorporates Land Management Technician I; Land Management Officer I-V; Deputy Director, NR; Park Technician I-II; Park Ranger III; Park Planner I-IV; Forester III-IV; State Recorder; Chief, Park Maintenance and Operations.

Subsequent Revision Dates/Comments:

10/10/94 Update of clerical references in the NRT MQs (CDswanson).
05/01/95 - Minor change to NRT II MQs (CDswanson).
11/16/2002 - Natural Resource Technician study, new class code from P6650, revised specs and broadened MQs (cpreecs/jkidd).
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** E **SOC:** 19-4099 **Census:** 03

Last Update Comments:

Definition:

Under immediate supervision, Natural Resource Technicians I perform entry or trainee level technical work in support of professional staff in the development, administration, analysis or implementation of programs to manage land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state.

Distinguishing Characteristics:

Natural Resource Technicians (NRT) I perform recurring, well-defined tasks and assignments subject to specific instructions. Supervision is readily available or guidelines and procedures are well established and easily understood. Assignments typically involve informing the public of the programs available through the Department of Natural Resources (DNR), gathering scientific data, or learning to interpret and maintain computerized land information.

Some positions are flexibly staffed, in which case progression to the higher level occurs only when the incumbent; 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement and regulatory requirements; and 3) is certified by the supervisor as capable to perform at the higher level.

The NRT I is distinguished from the NRT II by the NRT I's lower level or developmental nature of assignments, the close supervision received, and the limited degree of independence exercised by the incumbents.

The NRT I is distinguished from an Administrative Clerk III by the NRT I's specific natural resource program knowledge and either entry technical level duties or involvement in training for journey level technical assignments.

Examples of Duties:

PUBLIC INFORMATION

Receive training in order to respond to public inquiries received in person, over the telephone and through the mail or e-mail; provide information regarding a variety of DNR programs.

Learn to assist the public with land use authorization forms and applications, researching case files and determining land status.

Learn to make presentations in classrooms or other public forums or at information booths.

TITLE SEARCH

Learn to conduct simple title searches: compare case files against previous plats; abstract land title status information; identify easements, rights-of-way and encumbrances; and identify and correct erroneous information.

ADJUDICATION

Learn to read and use land information documents, such as status plats, the computerized land records system, aerial photographs and case file information.

Review applications for completeness such as proper signatures and data; read and proof legal descriptions such as title and classification

reports.

Learn to prepare simple land use permits such as routine requests for private use of water and mineral resources; research requests by referencing maps and aerial photos to identify the location of the requested use; identify sources of conflict with other resource users; prepare permits for approval by the supervisor or identify conflicts that need resolution by the supervisor.

PARK MANAGEMENT

Learn and provide information to the public about campgrounds, regulations and boating safety; prepare materials for exhibits; explain historical and natural features to park visitors; explain park programs to users; research and write for park programs, interpretive displays, presentations, and information brochures.

Learn to perform general park maintenance.

Learn to identify common park hazards; warn visitors; may participate in search and rescue.

Lead the work of volunteers.

HISTORY AND ARCHAEOLOGY

Learn and assist with historic property data management and research in library sources; respond to requests for information on historic sites for resource management, preservation and planning.

Record and catalog artifacts recovered from field projects on state land.

RESOURCE PLANNING AND MANAGEMENT

Assist natural resource professionals such as Natural Resource Specialists, Natural Resource Managers, Foresters, Geologists and Hydrologists by gathering information from land management databases, compiling data, and preparing publications and presentations; assist with public meeting or hearing logistics.

OTHER DUTIES

Learn about the specific natural resource programs related to the work assignment.

Learn subject matter procedures, guides, references, statutes, regulations, policies, permit application procedures, sampling techniques, software programs and use of equipment.

Assist professional staff by performing routine field tasks and collecting samples.

Take notes, measurements and photographs; record field data.

Collect and review data; prepare for data entry.

Knowledge, Skills and Abilities:

Knowledge of correct English usage, spelling and punctuation.

Some knowledge of standard office computer operating systems and software.

Some knowledge of basic research skills and writing protocols.

Some knowledge of filing and basic record keeping systems.

Ability to learn Geographic Information System technology used in the management of natural resources in the State of Alaska.

Ability to drive or operate equipment assigned.

Ability to maintain records and prepare simple reports.

Ability to collect, record and transcribe field data and field notes accurately.

Ability to operate standard office equipment such as personal computers and copy machines.

Ability to effectively communicate with the public orally and in writing.

Ability to develop and maintain good working relationships with coworkers and the public.

Minimum Qualifications:

A high school diploma or the equivalent.

OR:

One year of experience performing a variety of office clerical assignments of average difficulty equivalent to an Administrative Clerk II with the State of Alaska.

OR:

One year of experience performing unskilled or entry level tasks in any phase of forestry or fish and wildlife work, routine field maintenance, or patrol duties assisting in the prevention of violations and the enforcement of laws and regulations concerning fish and wildlife protection. This work is equivalent to Forest Technician I-II, Fish and Wildlife Technician I-II, or Fish and Wildlife Aide with the State of Alaska.

OR:

Any combination of the above two substitutions totaling one year of experience.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

"High school diploma or the equivalent" is defined as any of the following:

1. Issuance of a high school diploma by a school district, including foreign high schools.
2. Issuance of a high school diploma by a state based on successful completion of a GED test.
3. Issuance of a high school diploma by the military based on satisfactory completion of a GED test.
4. Acceptance in full standing by an accredited college.
5. Completion of any basic education course of 480 class room hours (16 weeks at 30 hours per week).
6. Six months of work experience performing duties closely related to the job class.
7. Twelve months of work experience involving some routine tasks related to the job in question; for example, a stock clerk who maintains records or a table attendant who composes checks for customers would meet the high school requirement for a clerical class.

When an applicant has no experience related to the job, the following formula is used to determine high school equivalency: highest grade of school completed plus amount of work experience which totals 12 years. This can be any kind of work experience.

Minimum Qualification Questions:

Do you have a high school diploma or the equivalent?

Or Substitution:

Do you have one year of experience performing a variety of office clerical assignments of average difficulty equivalent to an Administrative Clerk II with the State of Alaska?

Or Substitution:

Do you have one year of experience performing unskilled or entry level tasks in any phase of forestry or fish and wildlife work, routine field maintenance or patrol duties assisting in the prevention of violations and the enforcement of laws and regulations concerning fish and wildlife protection? This work is equivalent to a Forest Technician I-II, Fish and Wildlife Technician I-II, or Fish and Wildlife Aide with the State of Alaska.

Or Substitution:

Do you have any combination of experience totaling one year performing a variety of office clerical assignment of average difficulty equivalent to an Administrative Clerk II with the State of Alaska or performing unskilled or entry level tasks in any phase of forestry or fish and wildlife work, routine field maintenance or patrol duties assisting in the prevention of violations and the enforcement of laws and regulations concerning fish and wildlife protection? This work is equivalent to a Forest Technician I-II, Fish and Wildlife Technician I-II, or Fish and Wildlife Aide with the State of Alaska.